

ARTICLE 6

ACADEMIC PERSONNEL SALARY SCHEDULES, PLACEMENT, AND ADVANCEMENT

6.1 Salary Schedules: The salary schedules for 2019/20 and 2020/21 shall be as delineated below:

6.1.1 Faculty Full-time Credit Salary Schedule 10-00 (on a 177 day basis) – see Appendix 2

6.1.2 Faculty Full-time Credit Salary Schedule 11-00 (on a 200 day basis) – see Appendix 3

6.1.3 Faculty Full-time Credit Salary Schedule 12-00 (on a 214 day basis) – per Appendix 4

6.1.4 **Faculty Part-time Academic** Salary Schedule 15-00: Special Hourly Rates – see Appendix 5

6.1.5 For assignments other than **177, 200, or 214 days**, each regular contract employee shall be paid an amount equal to x days/177 days of the Faculty Salary Schedule step upon which the individual is placed.

6.1.6 Full-time Non-credit Salaries

6.1.6.1 Full-time non-credit salaries are 100% of credit faculty salaries as listed in Schedules 10-00 and 12-00

6.2 Placement on the Schedule (Full-time Faculty)

6.2.1 Initial Placement Criteria

Initial placement is **arrived-determined** at the time of employment based upon verification of education, as **outlined** in section 6.2.3, and experience as outlined in sections, 6.2.1.1 through 6.2.1.3.

6.2.1.1 Teaching Experience

- a. **Full-Time:** All teaching experience, regardless of level, will be counted on a one-year to one-step credit basis up to a maximum of five (5) years. Two consecutive semesters or three consecutive quarters excluding summers constitute one full-time year.

NOTE: Online full-time teaching experience is counted. Two consecutive semesters or three consecutive quarters excluding summers constitute one full-time year.

6.2.1.2 Work Experience

a. Full-Time: All work experience directly related to designated area(s) of service will be counted on a one-year to one-step basis up to a maximum of two (2) years credit. **Only full-time work experience is counted. One year of work as defined by the profession, but in no case less than nine months, constitutes one full-time year.** Such credit will be granted only upon recommendation of the Superintendent/President. All applicable work experience must have been performed within the six (6) years preceding the full-time faculty member's employment by the District.

b. Work experience counted in earning minimum qualifications or equivalency cannot be counted twice.

NOTE:

a. ONLY full-time work experience is counted. One year of work as defined by the profession, but in no case less than nine months, constitutes one full-time year.

a. Work experience counted in earning minimum qualifications or equivalency cannot be counted twice.

6.2.1.3 Credit for previous experience shall not, for placement purposes be granted as follows:

- a. Experience as teaching or laboratory assistant
- b. Part-time teaching or partial years at any level
- c. Part-time work experience or partial years in an occupation directly related to the teaching assignment
- d. Part-time or partial years' work in counseling, librarianship or directorship

6.2.2 Placement Limitations

6.2.2.1 Combined credit for applicable teaching and work experience in sections 6.2.1.1 through 6.2.1.3 above shall not exceed seven (7) years.

6.2.2.2 There is no penalty or retroactive placement due to the District limiting designated area(s) of service in future years.

- 6.2.2.3 Placement will be upgraded non-retroactively from the date of assignment if College designates additional area(s) of service in future years.
- 6.2.2.4 The College Administration will assign all academic non-administrative staff to the appropriate step of the Faculty Salary Schedule for both initial placement and advancement. The Vice President of Academic Affairs will recommend the step assignment to the Superintendent/President.
- 6.2.2.5 All information regarding placement (transcripts, work experience, etc.) must be in the Human Resources Office at least one month prior to the beginning of the contract year. All new employees must have the information into the Human Resources Office by the start of their contract. No further information is acceptable for initial placement in that contract year if not in by the above deadlines. Individual exceptions will be considered upon prior approval.

6.2.3 Column Descriptions:

- A. Bachelor's Degree plus two (2) years of experience or Associate's degree plus six (6) years of experience.
- I. Master's Degree in the subject matter taught
- II. Master's Degree plus 45 graduate level semester units related to the academic full-time faculty member's teaching area, subsequent to meeting the requirements of the degree.
- III. Master's Degree plus 60 graduate level semester units related to the academic full-time faculty member's teaching area, subsequent to meeting the requirements of the degree.
- IV. All But Dissertation (ABD) or Master's Degree plus 75 graduate level semester units related to the academic full-time faculty member's teaching area, subsequent to meeting the requirements of the degree.
- V. Master's Degree plus 90 graduate level semester units related to the academic full-time faculty member's teaching area, subsequent to meeting the requirements of the degree.
- VI. Doctorate Degree .

NOTE:— Quarter units / 1.5 = 1 Semester unit; continuing education units earned by 18 hours of attendance = ½ Semester unit.

- 6.2.4 Full-time faculty hired mid-year will be initially placed on the salary schedule in the same manner as those hired for the full academic year and their salary will be prorated accordingly.

6.3 Advancement on the Schedule (Full-time Employees)

6.3.1 Step advancement for tenured and contract full-time faculty shall be implemented on the first payday of the fall quarter of each fiscal year. Eligible full-time faculty members will be advanced one (1) step annually.

6.3.1.1 To be eligible, a full-time faculty member shall have been in paid status for a minimum of 50% of the prior academic year.

6.3.2 Full-time Column Advance – Professional Advancement

6.3.2.1 Full-time faculty members may advance by accumulating the required number or units of degree as listed on the column of the full-time faculty salary schedule. A salary advance will become effective on the 1st payroll of the following contract year after the recommendation of the Salary Advancement Committee (SAC).

6.3.2.2 The SAC will review all faculty salary advancement requests. The members of the committee are as follows: three (3) full-time faculty; two (2) appointed by the Academic Senate and one (1) appointed by the Faculty Association, the Administration over the area, and the Chief Human Resources Officer.

6.3.2.2.1 The salary advancement candidate may request an opportunity to speak with the SAC regarding their coursework prior to the committee making a decision.

6.3.2.2.2 The salary advancement candidate may submit proposed coursework for SAC approval prior to taking the course.

6.3.2.3 Salary advancement will be based on the completion of units that are applicable toward the completion of the appropriate degree or completion of course work, or completion of continuing education units, approved by the SAC. Use of continuing education units in lieu of credit courses for salary advancement **may be considered by the SAC but** is limited to faculty in occupational programs **with up to** a maximum of five (5) semester units.

6.3.2.4 Once approved or denied by the SAC, the Human Resources Office shall notify the faculty member of any action. The faculty member may appeal in writing the decision of the committee within 20 working days. The committee shall review the appeal within 20 working days of receipt and inform the faculty member of the results.

6.3.2.5 Approval of salary advancement must meet a minimum of one of the criteria below:

- a. Units applicable to an advanced degree in an assigned teaching area or alternate area approved by the Superintendent/President or designee;
- b. Units applicable to an advanced degree which clearly enhances teaching the assigned area;
- c. Completion of continuing education units as defined above in 6.3.2.3; and
- d. Units at any level that clearly illustrate a direct enhancement to teaching or the assigned area.

6.3.2.6 Graded (A-C or Pass or Satisfactory or Credit) units must be earned at a recognized accredited institution. Units or degree from foreign institutions will be required to be evaluated by an approved agency.

NOTE:

§ Quarter unit / 1.5 = Semester unit

§ Continuing education units earned by 12 hours of attendance in a lecture course= 1 Quarter unit (0.667 Semester units). Lab hours will be calculated at either 2:1 or 3:1, depending on the type of lab course (lab versus activity).

6.3.2.7 No course work shall be repeated for advancement credit without the prior approval of the SAC.

6.3.3 All information regarding advancement (transcripts, work experience, etc.) and a request for step advancement must be submitted by the employee to the Human Resources Office by April 1st the end of the second week of spring quarter for consideration of the preceding contract year. No further information is acceptable for advancement in that contract year if not in by the above deadlines. Individual exceptions will be considered upon prior approval

6.3.4 Upon receipt the Chief Human Resources Office will convene the SAC. In the event that the committee has any questions regarding the advanced degree or units, they will consult directly with the faculty member.

6.4 Placement on the Salary Schedule (Full-Time and Part-Time Faculty)

Lecture Rate

Summer 2021 – June 30, 2022 Rates				
Quarters Worked	Tier Level	Lecture Part-time	Lecture Associate	Lecture Associate

		Adjunct		02
0-9	Tier 1	\$568.22 606.62	\$625.14 667.40	\$656.74 701.10
Over 9	Tier 2	\$597.20 637.56	\$656.74 701.10	\$689.34 735.90

Lab Rate

Eighty-five percent (85%) of the faculty lecture rate above.

6.4.1 Associates Program

6.4.1.1 The District recognizes that the faculty consists of dedicated professional instructors, many of whom have taught at Lake Tahoe Community College for many years and have taken extraordinary steps to improve their teaching skills. To recognize their contributions to the academic program of the college, the District has established the level of Associate Faculty.

6.4.1.2 In order to achieve the status of Associate Faculty, all of the following criteria must be satisfied

6.4.1.2.1 Completion of twenty-four (24) units of teaching at Lake Tahoe Community College, and

6.4.1.2.2 Completion of any one of the following at Lake Tahoe Community College [NOTE: part-time faculty will have priority access over LTCC full-time faculty to limited spaces available in LTCC trainings], and

- a) The Excellence in Teaching Workshop for face-to-face instructors (ETW)
- b) The Excellence in Online Teaching Workshop for online instructors (EOTW)
- ~~c) The Foundational Skills Apprenticeship Program~~
- ~~d) The 24-hour Instructional Skills Workshop (ISW)~~
- ~~e) The 8-hour Advanced Teaching Workshop (ATW)~~
- c) The attainment of tenure by full-time faculty plus formal evaluation training and the completion of 3 part-time faculty evaluations post evaluation training

d) The “complete review” and approval by the OEI of one online course. Course review may be conducted by LTCC POCs and completed by the OEI or may be completed through the formal review and approval that occurred under the previous OEI approval program.

6.4.1.2.3 Completion of the *Excellence in Teaching Observation Form* (Appendix 8), and

6.4.1.2.4 Satisfactory classroom evaluation after completion of items above. This formal evaluation will be conducted by one of the Deans of Instruction or another appropriate delegate.

Once these criteria have been met, the instructor will be given the title of Associate and will be paid at the Associate rate as outlined on Salary Schedule G during the next quarter taught.

6.4.1.3 In order to achieve the status of Associate 02 Faculty, the following criteria must be satisfied:

- a. Completion of all the criteria for the Associate Faculty (6.4.1.2), and
- b. Completion of twelve (12) additional units of teaching at Lake Tahoe Community College following their advancement to Associate status with a total of thirty-six (36) units taught overall (Associate qualifications of 24 units +Associate 02 qualifications of 12 units), and

6.4.1.3.1 Completion of one of the following [NOTE: part-time faculty will have priority access over LTCC full-time faculty to limited spaces available in LTCC trainings] :

a) The Advanced Excellence in Teaching Workshop for face-to-face instructors (AETW), or

b) The Advanced Excellence in Online Teaching Workshop for online instructor (AEOTW), or

c) The @One Online Network of Educators 12-week Certificate in Online Teaching and Design

Once this criteria has been met, the instructor will be given the title of Associate 02 and will be paid at the Associate 02 rate as

outlined on Part-time Adjunct Academic Salary Schedule 15-00 G during the next quarter taught.

6.4.1.4 The Associates program will be administered and coordinated by the Deans of Instruction. To provide opportunities for advancement, the District is committed to offering two options from the ETW, EOTW, AETW, and AEOTW, provided there is sufficient interest and enrollment.

6.4.1.5 Compensation for participation in any of the ETW, EOTW, AETW, and AEOTW 10-hour Training Programs is outlined as follows:

a. 10-hour Training Program (not including homework or preparation time): \$1,500 per trainer (\$3,000 per workshop, two trainers per workshop) with a minimum of 8 and a maximum of 12 participants.

During Co-facilitation: \$1,000 (new instructor) and \$2,000(experienced instructor).

Attendance by Part-time Adjunct Faculty: Adjunct Part-time faculty will be paid a \$125 stipend for their participation. Attendance is voluntary, and completion of the program will help advance adjunct part-time faculty on the Adjunct Part-time Salary Schedule based on the requirements for such advancement (Schedule 15-00).

B. Trainer in Training: \$250

With Administration and instructor approval, individuals interested in becoming a Trainer can participate in a regular 10-hour training course. In order to qualify as a "Trainer in Training," the participants must also receive instruction through additional meetings and pedagogical training provided by a certified trainer. If the "Trainer in Training" does not receive additional instruction to become a Trainer, they will be compensated at the regular participant rate.

Trainees must commit to Co-facilitation of one ETW or EOTW and one AETW or AEOTW course.

APPENDIX 2, 3, and 4

	"A"	I	II	III	IV	V	VI
Step	BA/BS + 2 Yrs. Exp or AA + 6 Yrs. Exp	M.A.	M.A. with B.A. Plus 45 Sem. Units	M.A. with B.A. Plus 60 Sem. Units	All But Dissertation (ABD) or M.A. with B.A. Plus 75 Sem. Units	M.A. with B.A. Plus 90 Sem. Units	Doctorate

APPENDIX 5 - ~~ADJUNCT~~ PART-TIME FACULTY SALARY SCHEDULE

Credit Assignments

FT Faculty Overload Unit Rate	Adjunct Instructor Lecture Rate Column and Tier for which the FT Faculty member qualifies
Non-Credit ESL	0.9 of credit lecture rate
Non-Credit Course Instruction	0.8 of credit lecture rate

Ancillary Assignments

PT Academic Director/Coordinator	85% of credit lecture rate
Extra Duty Assignments	50% of credit lecture rate
Academic Senate Rep	
Department Meetings	

~~Negotiated Stipends [Moved to Article 7]~~

~~Adjunct Orientation Participant ————— \$27.00 per workshop~~
~~— Reasonable hours determined for this stipend are 1 hour total~~

Effective Date July 1, 2019 **2021**

1 Credit Unit = 11.33 hrs

[Moved to Article 5 and 7, as appropriate.]

[~~Note: Soccer coach duties and responsibilities, including timelines, are located in Human Resources.~~]